



TRANSFER/PROMOTIONAL OPPORTUNITY

Office Assistant II Milwaukee Public Library

THE PURPOSE: The Office Assistant II provides a full range of confidential and non-confidential secretarial support to management and non-management staff of several areas of the Library System including but not limited to Extension Services, Subject Services, and Maintenance.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

ESSENTIAL FUNCTIONS:

- ❖ Provides services including composition/correction; preparation, typing, and distribution of drafts and final copies of letters, memorandums, procedures, meeting minutes and agendas, etc.
- ❖ Maintains electronic and manual files, binders, mailing lists, etc. in an organized fashion at all times.
- ❖ Works on various large team projects and mailings, photocopies, faxes and files through both electronic and paper means.
- ❖ Schedules Central Library's meeting rooms and young adult and adult tours/class visits.
- ❖ Produces the Neighborhood Library Custodial Schedule and the system-wide meeting room Schedule.
- ❖ Prepares all library service orders.
- ❖ Serves as primary receptionist/telephone operator for the Business office and Administrative offices.
- ❖ Serves as the primary support and maintenance person for copy room office machines, posts items on the rotunda bulletin board, distributes job announcements, acts as backup to other office assistants and performs data entry functions as needed.
- ❖ Performs other essential functions as required.

MINIMUM REQUIREMENTS:

1. Current status as an Office Assistant II with the City of Milwaukee

OR

Current status and at least 6 months as a regularly appointed Office Assistant I with the City of Milwaukee

OR

Current status and at least 6 months as a regularly appointed School Secretary I with Milwaukee Public Schools

2. Two years office experience which includes a substantial amount of experience with keyboarding/typing and word processing software.

NOTE: *Equivalent combinations of education and experience may also be considered.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service orientation and high degree of interpersonal skills.
- Proficiency in City-standard business software is preferred; or aptitude to learn is required.
- Speed and efficiency with computer, aptitude for operating various office machines.
- Excellent telephone and office etiquette skills; professional demeanor.
- High degree of initiative and dedication to improvement of processes.
- Knowledge of Business English, spelling, and office correspondence practices.
- Ability to work independently with people of all levels and exercise good judgment.
- Ability to work effectively and harmoniously with others, neat personal appearance.

CURRENT PAY RANGE (410): \$1,079.10 - \$1,269.75 bi-weekly